

December 12, 2011

Dear Consultant:

The **City of Wright City** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 10 pages. This letter should include any information which might help the City in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

The City of Wright City will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 5 pm, Friday, January 6, 2012 at **City of Wright City 203 Veterans Memorial Parkway Wright City, MO 63390.**

Sincerely,

Karen L Girondo
Economic Developer

Attachment

| <i>City of Wright City</i> | |
|--------------------------------|--|
| | |
| Location: | Downtown Wright City |
| Proposed Improvement: | Sidewalks and Lighting |
| Length: | 2,200 Feet of New Sidewalk/19 New Lights |
| Approximate Construction Cost: | \$200,000 |
| | |
| Consultant Services Required: | <i>Design Engineering for the construction of sidewalks and lighting in a six block area of downtown Wright City. The design will consist of plans to take out existing sidewalks and replacing them with handicapped accessible sidewalks and approaches and to install new street lighting. Right of Way Plans, associated research and paperwork/easements needed for acquisition will be required. This will be required whether the property is donated or purchased.</i> |
| Other Comments: | |
| Contact: | <i>Name Karen Girondo</i> <i>Address 203 Veterans Memorial Parkway Wright City, MO 63390</i> <i>Phone 636-745-3101 or 636-236-6851</i> <i>E-mail econdevelop@wrightcity.org</i> |
| Deadline: | <i>Time, Date 5:00pm Friday, January 6, 2012</i> |